System Governance Travel Procedures

**General Guidelines**

The purpose of this procedure is to make travelers, approvers, and travel coordinators aware of their responsibilities and respective role relative to submitting and approving travel for the System Governance Office.

A travel authorization (TA) must be completed and approved PRIOR to making any travel arrangements. Please see the travel coordinator on your local campus. The TA is an estimate of the costs.

**Responsibilities**

Faculty, Staff, and Students traveling on official System Governance duties are responsible for complying with these procedures and are expected to be prudent and reasonable in their expenditures.

Travel charges must not exceed the estimated amount on the TA. NO changes will be made after the TA is signed except in emergency or unmanageable situations.

**Approval Procedures**

The traveler’s department travel coordinator will input the following information in the Travel Expense Management System (TEMS):

1. Joseph Altman, System Governance Coordinator as a delegate and an approver
2. LaNora Tolman, System Governance Executive Officer as final approver for budget
3. Fund and Org obtained from the System Governance Office

**Travel and Business Expenses**

*Airfare*

The travel coordinator will email the flight info to the System Governance coordinator who will purchase the airfare. The traveler’s department travel coordinator will list the airfare under the “non-reimbursable” tab in TEMS.

*Lodging*

Faculty and staff secure their own lodging within the allowed rates and make the payment to be reimbursed after travel. Make sure the traveler’s name is on the invoice for the lodging. Students lodging will be secured with a P.O. as a non-reimbursable item.

*Meals*

The traveler receives reimbursement for per diem after travel is completed. (Catered meals or meals purchased by System Governance are subtracted from the per diem total.)
Transportation

$100 entered to allow for any ground transportation or parking fees. Car Rentals are not allowed for System Governance business unless approved before travel because the cost is less than the cost for other ground transportation.

The System Governance Office does not give out advances.

Travel Guidelines

Only the actual and necessary expenses related directly to traveling in the performance of System Governance duties shall be reimbursed.

The System Governance Office does not give out advances.

System Governance requires a direct deposit be set up for reimbursement instead of checks. Please go to this link for information on setting up direct deposit through UA Online: [https://uaonline.alaska.edu/fin_dirdep.htm](https://uaonline.alaska.edu/fin_dirdep.htm)

The Travel Expense Report (TER) will be completed by the traveler’s department travel coordinator with approval lines added for the System Governance Coordinator, and Executive Officer.

For UA Travel Regulations please visit [http://www.alaska.edu/travel/](http://www.alaska.edu/travel/)